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10 January 1967

D D / S R E G I S T R Y

F I L E

Travel 4

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Director of National Estimates.
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Reports on Temporary Duty Travel

1. Effective immediately, each Deputy Director and Head of Independent Office shall ensure that reports are prepared by all senior travelers following overseas temporary duty travel, and in appropriate cases following domestic travel, and are submitted to higher authority.

2. Reports should be brief and as a minimum shall include the purpose of the travel, accomplishments, observations, and recommendations, if appropriate. When a report contains information considered to be of interest to the Director, the report or appropriate excerpts therefrom will be forwarded to the Director with any comments intermediate responsible officials deem pertinent. Normally all reports prepared by operating officials (those who report directly to a Deputy Director or to the Executive Director-Comptroller; see [redacted] should be forwarded to the Director.

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3. The purpose of this policy is to keep the Director currently informed on a regular and systematic basis as to the activities and views of traveling senior officials. The reports will be forwarded to the Director for information only and will be most useful if the intermediate echelons select carefully the reports and excerpts for his attention and submit them in the writers' own language.

/s/ L. K. White

L. K. White
Executive Director-Comptroller

cc: D/DCI/NIPE
D/PPB
SAVA